



City of Kirkland Request for Proposal

Station Management, Camera, and Chamber Upgrade

Job #30-15-IT

Issue Date: March 18, 2015

Due Date: May 1, 2015 3 p.m. (Pacific Time),

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Kirkland, Washington, for:

Station Management, Camera, and Chamber Upgrade

File with Purchasing Agent, Finance Department, 123 - 5th Ave, Kirkland WA, 98033 as follows:

Proposals received later than **3:00 p.m. May 1, 2015 will not** be considered.

A copy of this Request for Proposal (RFP) may be obtained from City's web site at <http://www.kirklandwa.gov/> Click on the Business tab at the top of the page and then click on the Request for Proposals link found under "Doing Business with the City".

The City of Kirkland reserves the right to reject any and all proposals, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal, including but not limited to a respondent doing an onsite scripted product demo. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

A supplier response that indicates that any of the requested information in this RFP will only be provided if and when the supplier is selected as the apparently successful supplier is not acceptable, and, at the City's sole discretion, may disqualify the proposal from consideration.

The successful supplier must comply with the City of Kirkland's equal opportunity requirements. The City of Kirkland is committed to a program of equal employment opportunity regardless of race, color, creed, sex, sexual orientation, age, nationality or disability.

In addition to nondiscrimination compliance requirements, the Supplier(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

The Supplier(s) ultimately awarded a contract will be required to sign and comply with City of Kirkland Information Technology Vendor Security policy and a Non-Disclosure Agreement

Dated this March 18, 2015

Barry L. Scott, C.P.M.
Purchasing Agent

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OBJECTIVE OF THIS RFP

The purpose of this RFP is to solicit proposals from software suppliers, systems integrators, implementation partners and/or Value Added Resellers (VARs) who can demonstrate that they possess the organizational, functional and technical capabilities to Assist the City of Kirkland with replacement of its television station management software, stationary video cameras, and associated equipment for recording meetings in two locations, and prepare the city for more sophisticated mobile video production. This work will accomplish the job of upgrading our equipment so that all video is produced in HD.

The City will consider proposals from single suppliers or from multiple suppliers working as a team. In the event multiple suppliers submit a proposal together, the City expects that there will be one prime contact who will be responsible for the whole project and for coordinating the work of the other suppliers.

The ideal supplier(s) shall have experience in successfully implementing the proposed solution at local government agencies of similar size to Kirkland, and/or in larger agencies. The successful supplier shall be responsible for the final City approved design, installation, implementation and commissioning of the video system including development of user acceptance testing, system integration and connectivity to existing resources.

This RFP process seeks to find the best overall solution for the City of Kirkland for this investment.

The award shall be made to the qualified supplier whose proposal is most advantageous to the City of Kirkland with total cost of ownership, purchase price, and other factors considered. Other factors that may contribute to the selection process include but are not limited to:

- Project approach and understanding of the City's objectives and requirements
- Supplier's implementation methodology and success
- Feedback from customer references
- Compliance with the City's terms and conditions
- Ability to meet the City's requirements (software functionality, usability, simplicity and elegance of design, performance, flexibility, integration, and technology)
- Supplier's installed base and experience with municipalities similar to the City
- Cost and support quality for ongoing maintenance and support

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Overall the Video system must provide:

- A highly intuitive system from a user perspective which can position the City of Kirkland to take advantage of technology to improve departmental performance and efficiency.
- A broadcast ingest and play out system that effectively hosts, records and plays video content created by the City and other contributors. The system must include a broadcast quality bulletin board system editable by multiple users or a tested integration with such a system and the costs for that system. Outputs will need to be compatible with Comcast, Frontier and Granicus standard definition and High definition equipment.
- A high quality, high definition, single operator controlled live video production system and broadcast system to facilitate and document Council Chamber and Peter Kirk room meetings and presentations – the recording of which will be broadcast over cable and the web. The video and audio available on the Internet will be simulcast and available for later distribution.
- All systems described function as a complete turnkey system and can be operated by a single operator when necessary.
- Adequate onsite and hands-on training must be included.

THE CITY OF KIRKLAND

The City of Kirkland is located just across Lake Washington from Seattle, Washington, and just north of Bellevue with some contiguous borders. Kirkland is the second largest city on the eastside of Lake Washington, and the twelfth largest in the State of Washington, with a population of approximately 81,000. A full community profile can be found at www.kirklandwa.gov.

KIRKLAND VIDEO ENVIRONMENT

The City of Kirkland has two government cable channels and one educational channel. We are responsible for producing and airing a variety of programs – most prerecorded and some live. Public service announcements (PSA) and promotional clips (30 or 60 seconds in length) are aired at various times throughout the day as well. When a regular or special scheduled program or PSA are not airing, the stations default to a bulletin board that displays a variety of information such as public hearing dates and times, meeting notices, special events and other announcements. We provide a standard definition feed of our government channels to two video franchise operators, and we already stream both of our government channels live on the internet.

- Our current broadcast automation system is an Avid Automation system with dated equipment.

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- Our current production system for live meetings includes multiple remote control cameras in two rooms, a switcher/character generator, and audio mixer.
- Our current bulletin board system is Televue Scala based system.
- Our current editing system is Adobe Premiere CS6 on 2 windows pcs with Sorensen Squeeze 9.

Our internet video playback for consumers and staff is all through Granicus hosted servers for public and on site servers for staff.

INSTALLATION LOCATIONS

The systems being replaced are located in the Kirkland City Hall Building, at 123 5th Ave, Kirkland WA 98033. The equipment being installed in this project will be located in four different rooms in City Hall:

a. Council Chambers: Top floor auditorium for televised City meetings and events. Schedule may require coordination with the contractor doing the re-design work in the Chamber.

b. Peter Kirk Room: Bottom floor large conference room that is used for meetings and events. Schedule may require coordination with the contractor doing the re-design work in the new Peter Kirk Room.

c. Control Room: Bottom floor room where live production equipment and master control will be located.

d. Server Room: Bottom floor computer data center where the broadcast video servers, control servers, broadcast routing equipment and transmission equipment are located.

Current System Drawings

Automated Broadcast System



City of Kirkland T5-01-01_6-22-11_.vsd

Server Room Rack Elevations



Rack Elevation 5 3.vsd

KIRKLAND COMPUTING/NETWORK/TELEPHONY ENVIRONMENT

The City of Kirkland has approximately 573 full time employees, 591 PCs and 75 servers. City employees are located at 4 primary locations, all connected by fiber. There are 9 other locations which house City employees. Voice and data needs for these sites are served by a combination of fiber, T1, and leased lines.

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The City's standard network operating system is Windows Server 2008/2012, with some legacy installations of server 2003 and the standard desktop operating system is Windows 7. The data backbone is Cisco 10/100/1000 and 10 gigabit switches, firewalls and routers.

The City of Kirkland's servers are split between a small internal server room in the Kirkland City Hall building and five leased racks in the City of Bellevue data center. Both data centers are configured as limited access, raised floor, controlled environments. The standard configuration is rack mounted Dell servers with redundant power supplies, SCSI controllers, and built-in Ethernet 10/100/1000 and a few dedicated 10G network cards. We have a total of seventy five servers. Forty six servers are hosted by three VMWare host servers. Twenty one servers (a mix of virtual and stand-alone) are connected to a NETAPP3220 SAN with replication to a NETAPP2240. The typical configuration on the SAN consists of two mirrored RAID 1 sets for direct attached storage and redundant path fiber channel connectivity. The Network is a managed TCP/IP switched Ethernet architecture with fiber and T1 connectivity between geographically dispersed locations. All servers are backed up on a regular schedule utilizing a CommVault backup to disk system with the disk target located on a NETAP2240, and all have Microsoft Forefront Endpoint Protection and Microsoft SCCM management agents/software installed.

SCOPE OF WORK

The City is seeking a broadcast automation system that has the ability to schedule and deliver to multiple standard definition and high definition channels and streams, automatically resize and play multiple standard definition and high definition file formats, can switch to and from multiple AV sources, can be accessed remotely, offers an electronic program guide, can digitize (encode) files from live broadcast and from prerecorded playback, supports crawl, bugs, logos, graphics and digital video effects (squeeze) and have a dual redundant play out server configuration that can also be backed up to our SAN and/or to the cloud, with multiple delivery platforms. System proposals and design should anticipate that this system will be in place and used by the City for the next 10 years and needs to be flexible and upgradeable to meet changing needs and technologies.

Removal of Existing System

The City anticipates that virtually all of the existing Standard Definition Systems will be replaced in this project, including cabling. The selected vendor will be responsible for the safe removal of current system components not incorporated into the new installation. That equipment shall be uninstalled, cords neatly coiled and secured

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with cable ties, then neatly stacked for reuse or sale by the City. The City will identify an onsite storage location in which to place the equipment. Vendors may elect to reuse existing cabling if desired and of the appropriate type and length needed for the new installation. By reusing cables, vendor accepts responsibility for their integrity and will cover them during the warranty period. Vendor will not be allowed to splice or otherwise extend the length of the cables; replacement full-length cables must be installed whenever needed. Any old cabling not being reused must be removed and neatly coiled by the vendor and provided to the City.

Replacement Equipment and Functionality

Station automation, recording, routing, monitoring and other equipment used to replay and control and distribute the Kirkland Government Channels:

a. Automated Broadcast Control, Playback and Record system. The City currently utilizes Avid Automation for station automation scheduling, control and video library management. The City requires an automated Broadcast Control, Playback and Record system that can schedule and control multiple channel playback and record servers, multiple Down Stream Keyers, system routing switchers, playback decks and character/bug generators. Scheduling and control function interfaces should be user friendly and have secure remote access capability. Master Control functions, schedules and lists should have automated and manual control. Scheduling system should contain automated and manual playback server library management tools for ingesting, importing and deleting files originating from live feeds, network file storage and playback decks. The scheduling system interface functions drag and drop scheduling, automatic schedule gap filling, cut/copy/paste playlist editing, playlist printing and standard and custom playlist exports for web and Cable program schedules’.

b. Video Server: Video server must include ample storage for existing and future video programs. It should be accessible to the City of Kirkland’s backup systems and it should be possible to store data on the City of Kirkland’s Storage Area Network if necessary. Three HD channel outputs required; two for on-air Kirkland Government Channels playback and one for preview and testing purposes.

c. Encoder/Ingest Server: The encoder/ingest server should have the ability to ingest two live High Definition video streams simultaneously to the video server.

d. Bulletin Board System: The City uses Telvue Bulletin Board System (Telvue) for its on air Bulletin Board system used to display messages, crawls, and short videos in between scheduled video programming. The City requires a replacement High Definition video bulletin board system that can display full screen and partial screen video, graphics and text. The bulletin board system should be capable of granting secure web access to the

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system for multiple users. The system should also be able to display weather and other news related content feeds and have emergency message display channel overrides available. It should be easy to learn and use for operators with varying levels of experience with video bulletin board and graphics systems while at the same time providing advanced features for experienced users.

e. Downstream Keyer (DSK): For emergency messaging purposes, the City requires a downstream keyer capable of creating and displaying static character generated messages or scrolling crawls over standard or custom backgrounds on both Kirkland Government Channel's output signals. DSK must be capable of being overlayed on both of the Kirkland Government Channels output regardless of whatever video content is currently being played back. The downstream keyer must be configured to be remotely controllable by selected users.

f. Broadcast Routing Switcher: The City currently uses a SDI routing switcher to switch between the various sources broadcast on KGOV and KLIFE and a KNOX router to switch between non SDI sources. The SDI and KNOX routers are controlled by the Avid Automation system via a serial cable. Vendor proposals must include another manner of routing various AV feeds to the live channel output as both routers are not HD compatible and the KNOX router is aging. The Broadcast Routing Switcher will need to route a number of inputs and outputs, including:

- Inputs Council Chambers/Peter Kirk room production systems, Broadcast Video Server outputs 1-3, educational channel feed, Bulletin Boards,
- Outputs both Kirkland Government Channel's on-air feed, output to matrix switcher, and feeds to Digital Video Recorder.

g. HD to SD Converters for Cable: The City's new production and playback system installed by the vendor will be all HD. However, the transmitter/encoding equipment used to show KGOV and KLIFE on Comcast and Frontier Communications is only SD capable. Vendor must provide the necessary equipment to broadcast quality downgrade of both Kirkland Government Channel's HD program output to the composite SD signals compatible with Comcast and Frontier Communications equipment. Similar conversions are also needed for the program audio, as Comcast and Frontier Communications equipment is only compatible with analog audio signals.

h. HD to SD Converters for web: The City's new production and playback system installed by the vendor will be all HD. However, the Granicus encoder and streaming equipment used to show KGOV and KLIFE on the web is only SD capable. Vendor must provide the necessary equipment to broadcast quality downgrade of both Kirkland Government Channel's HD program output to the composite SD signals compatible Granicus equipment. Similar conversions are also needed for the program audio, as Granicus equipment is only compatible with analog audio signals.

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i. HD Transcoders For Cable: The Broadcast Cable Channels provided by Comcast and Frontier are Standard Definition broadcasts. In the event that HD channels are allocated, Transcoders may be needed to convert the HD output of the Playback Server to a format required by Comcast and Frontier. The City's new Automated Broadcast Control, Playback and Record system will need to be built ready to house the transcoder and provide it with a video/audio stream. A recommended list of HD transcoders will be needed to prepare for HD broadcast.

j. HD Transcoders For Web: The Broadcast Cable Channels streams provided by Granicus are low resolution streams. In the event that higher resolution or HD streams are offered, Transcoders may be needed to convert the HD output of the Playback Server to a format required by Granicus. The City's new Automated Broadcast Control, Playback and Record system will need to be built ready to house the transcoder and provide it with a feed. A recommended list of HD transcoders will be needed to prepare for HD broadcasts.

k. Quality Assurance Monitors, one small display in the server room and one large display in the master control room: The City envisions HD color monitors on which to verify the on air quality of the Kirkland Government Channel's multiple channel output. This includes selectable sound monitoring and persistent VU metering capabilities of each source being monitored. Desire here is the ability to quickly determine the video and audio quality of the Kirkland Government Channels as delivered to viewers by multiple services. Quality Assurance Monitor to display:

- Broadcast system output to verify quality of the Kirkland Government Channel's channel signal being sent out.
- Comcast return signals to verify both Kirkland Government Channel's signal as delivered by Comcast to local cable subscribers. The City will provide the installation team with the Comcast tuner boxes.
- Frontier Communications return signal to verify the both Kirkland Government Channel's and the educational channel signal as delivered by Frontier Communications to local television subscribers. The City will provide the installation team with the Comcast tuner boxes.
- Live stream return signal to verify the both Kirkland Government Channel's online live video stream as delivered to Internet viewers. The City will provide a PC on which the live stream will be received and in turn displayed on the Quality Assurance Monitor. Output type to be determined in consultation with City and vendor. The City is also willing to consider other suggested alternatives to accomplish the goal of monitoring the live stream return signal.
- Built-in stereo speakers with selectable audio inputs and volume knob so that each of the seven sources above can be monitored discretely to verify audio playback quality.

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- VU meters for each source above at which technical staff can quickly ascertain each source is playing audio. Prefer the VU meters to be shown onscreen next to each video display.

I. Audio embedding/de-embedding, Audio and Video distribution amps/signal equalization/converters, audio patchbays and switchboxes and cables/connectors: Any additional equipment necessary for the HD Live Production systems to be complete and fully functional.

Live Production System

The City is seeking a live High Definition video production system that can control multiple cameras in two locations, switch from multiple cameras, live computer presentations and graphics and video sources with full and partial screen graphics and text over video feeds and also provides a simultaneous “clean” feed free of graphics and text for display in multiple locations.

The production equipment used to capture and televise live meetings and other events held in Council Chambers and Peter Kirk room may include:

a. Council Chambers and Peter Kirk Cameras Qty 4+4 (4 in the Council Chamber 4 in the Peter Kirk Room) High definition, broadcast quality color cameras. Cameras to include high quality, power zoom lenses, cables, power supplies, etc. All cameras to be remotely controlled (see camera controller below). Camera must have quiet moving parts (i.e. focus and zoom, and pan tilt motors if built in). If cameras have autofocus, then AV Operator must be able to remotely switch between auto/manual focus, and manipulate the manual focus controls with the camera controller. Similar control needed for auto iris cameras (AV Operator must be able to remotely switch between auto/manual iris, and manipulate the iris controls with the camera). The cameras will be used to capture video of Council and staff, presenters and the audience and main presentation screen. City prefers a solution that allows City technical staff to remotely modify the camera setup from the control room, including white balance and other menu settings.

b. Wall Camera Mounts (Qty 4+4): Wall mounted camera mounts will be heavy duty and ensure the safe, secure, aesthetically pleasing mounting of cameras in the Council Chambers and Peter Kirk Room. Bracing or a stiff mounting surface may need to be installed to insure the physical movement of the camera doesn't cause the camera to shake after being remotely positioned.

c. Pan Tilt Heads (Qty 4+4): Eight remote control, smooth, fast response, pan tilt camera heads. Heads must have silent moving parts that won't distract the audience or staff seated in Council Chambers and Peter Kirk room. Heads must be controllable by the

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camera controller and properly sized to smoothly operate with the vendor selected cameras. Vendor may opt to select cameras with built in pantilt functionality.

d. Camera Controller: Fast response, pan tilt zoom joystick control for all eight cameras. Controller recommendations should include a minimum of 12 presets per camera (preset to memorize camera location [pan/tilt/zoom], focus and iris settings. Customized operator presets that can be saved and recalled for by various operators for a variety of meeting configurations is preferred by the City. Future expansion for the live production studio may add 4 more cameras to the system. The City prefers a single camera controller/video switcher combo unit. City technical staff must be trained on how to modify camera presets.

e. Live Production Video Router: High definition video matrix router for video camera, presentation video playback and scan converter video outputs. Router recommendation should include enough spare inputs and outputs to accommodate a live 4 camera studio production from the adjacent room. The City currently uses multiple video switch boxes to switch between the various sources that are fed into the production video switcher. Vendor proposals must include another manner of routing various video sources to the live channel output as the switch boxes are not HD compatible. The live production video router will need to route a number of HD inputs (feeds) and outputs (sends), including:

- Council Chambers and Peter Kirk room HD camera video feeds.
- Council Chambers and Peter Kirk room scan converted computer presentation feeds.
- Council Chambers and Peter Kirk room auxiliary feeds.
- Production Studio HD camera feeds.
- Broadcast system router feed(s).
- Live Production Switcher send(s).
- Broadcast system send(s).
- Test and confidence monitor sends.

g. Live Production Audio Mixer: A 12 channel mixer to mix live production audio to and from various live production and broadcast system audio inputs (feeds) and outputs (sends) including:

- Council Chamber and Peter Kirk Room Audio system sends and feeds.
- Broadcast system audio sends and feeds.
- Live Studio Production Mixer audio sends and feeds.

h. Audio Compressor/Limiter: The current system uses a DBX audio compressor/limiter to apply compression and limiting to the output signal from the Live Production Audio Mixer. The new system will need similar protection from widely varying audio levels coming from the City Council Chamber and Peter Kirk room Audio systems.

i. HD to SD Converters: The City's new production and playback system installed by the vendor will be all HD. However, the transmitter/encoding equipment used to show KGOV and KLIFE on Comcast and Frontier Communications is only SD capable. Vendor must

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provide the necessary equipment to broadcast quality downgrade of both Kirkland Government Channel's HD program output to the composite SD signals compatible with Comcast and Frontier Communications equipment. Similar conversions are also needed for the program audio, as Comcast and Frontier Communications equipment is only compatible with analog audio signals.

j. Video Switcher: High definition video switcher with preview and program bus showing all video sources. User should be able to directly cut to any camera/video source directly or via special effect (i.e. dissolve, wipe, picture in picture, etc.) without sync errors or "glitching". A clean feed for IMAG screens is required. Switcher must be appropriately sized to handle all video inputs in the proposed system, with some extra capacity for future growth.

k. Audio embedding/de-embedding, Audio and Video distribution amps/signal equalization/converters and cables/connectors: Any additional equipment necessary for the HD Live Production systems to be complete and fully functional.

l. Character Generator: Broadcast quality character generator capable of displaying clean character generated graphic broadcast overlays of lower third and full screen design. High definition system capable of displaying animated/moving graphics while keyed over live video required. System must include built in editor which allows user to create or modify graphics "on the fly" during live broadcasts. City desires the ability to import standard graphic images designed in another system or software into the character generator. Ability to quickly select and display any preloaded graphic immediately during broadcast required (i.e. ability to call up and preview a graphic by name, number, or other manner). Character generator may be a component of another system (i.e. video switcher, camera controller, or integrated control system) or a standalone unit.

m. Digital Video Recorder: The system must be capable of capturing real time, HD recordings of live meeting productions to a broadcast quality video file format that is compatible with the playback video server specified later in this document. The City anticipates the files to be either MPEG2 or MPEG4 file formats, but is open to other high quality file formats. City prefers computer based recorders to be on high performance Windows computer workstation. Recorder must be capable of transferring captured files to the video server for broadcast playback and the City's LAN. Video recorder must have the ability to monitor what is being recorded onscreen (video). City prefers solution which includes onscreen VU monitoring as well.

n. HD Archival Media Recorders 2qty: The City requires a way to record and maintain an HD archival recording and back-up recording of live meeting productions. City also prefers the ability to record to a removable disc. Recorder must be capable of recording a minimum of 4hours of broadcast quality HD video on a single media. Archived meetings

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will be retained in a library for archival and backup purposes. City requires the ability to recover archival recordings back into the playback system if needed due to technical problems with the Digital Video Recorder.

m. SD Archival Disc Recorders 2qty: The City requires a way to record and maintain a standard definition archival recording and back-up recording of live meeting productions. The system must be capable of capturing real time, standard definition recording of live meeting productions to removable disc media for archival purposes. Recorder must be capable of recording a minimum of 4hours of broadcast quality video on a single disc (ie. dual layer DVD).

n. Audio Monitor System with Speakers: The City requires a way to select and monitor all audio outputs in the live production system and broadcast audio returns on High quality, small form monitor speakers with VU meter and volume control knob so that AV Operator can easily monitor audio quality during live meeting production and select and monitor returns from the broadcast play back and record servers and return broadcast audio. Speakers could be rack mounted or otherwise positioned so that the sound is directed towards the operator.

o. Production Monitor(s): The City's current system has one large display with multiple screens for monitoring broadcast, cameras, preview and program video and may be upgradeable. In the new system envisions one or two large screen HD color monitors on which multiple preview images will be displayed for the AV Operator. The ability for the City's technical staff to modify the size and layout of the various sources on the monitor(s) is required. Production monitor(s) will need to display:

- One preview monitor (displaying selection on preview bus of switcher); minimum image size 9"
- One program monitor (displaying selection on program bus of video switcher); minimum image size 9"
- Minimum of eight individual preview monitors to display each of the four cameras, document camera, presentation PC, and device selected from the matrix switcher; minimum image size 6"
- Character generator preview; minimum image size 9"
- Ability to also view VU meters (showing broadcast system output levels) next to program monitor preferred.

Master Control / Live Production Room

Consoles and Rack Equipment: The city will house a separate master control console; a live production console and all related rack mount gear for the Live production system in the same area.

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- An existing equipment rack is available for the vendor to reuse for the new system if so desired. However, the City encourages vendors to recommend a new room layout design and to propose new console and rack equipment which solve existing problems.
- The City requires that the vendor give serious consideration to the ergonomics and aesthetics of the new console and equipment racks, as the existing layout is problematic. The current system includes tall towers of AV equipment and monitors which force the AV Operators to strain their neck upwards to see the production monitors.
- The City envisions a newer, more ergonomically friendly console with the monitors placed at eyelevel and all user controls logically laid out and placed within easy reach of the AV Operator.
- Equipment racks shall offer sufficient RU capacity to hold all the vendor equipment in the proposal, plus extra capacity for future system growth.
- Equipment racks should be fully contained and considerably reduce equipment noise when closed and have built in quiet cooling fans if necessary.
- Vendor responsible for all console and rack installations necessary to complete the recommended room design.
- Vendor responsible for all rack mounting supplies, including side panels, specific equipment mounts, shelves, mounts, screws, casters, brackets, fill panels, etc..

Miscellaneous Equipment

a. UPS Battery Backup and Surge Protection: Proposal must include sufficient UPS battery backup units for all Live Production and master control area computers and other critical equipment during short term power outages (up to 5 minutes for building generator to startup). Critical equipment includes all the equipment in the Live production system needed to keep to monitor and control the broadcast systems and Live Production system. ALL equipment must be protected by quality surge protection power strips or other equipment. UPS units should be sized to operate using the 110V power available in the Control Room. Backup battery power is not required for any equipment located in Computer Server Room.

b. Computer Interface/KVM with audio system: The City anticipates that multiple computers will be installed in the proposed system. In order to minimize the number of computer monitors, keyboards, mice, and speakers, a KVM system should be used as deemed appropriate by vendor. KVM should be capable of interfacing with USB equipped computers located in the server room. Proposal should include all necessary KVM cables needed for the proposed system. A high-quality computer monitor, wireless keyboard, wireless mouse, and 2channel computer speakers with volume control knob should be included and installed at the user console.

c. Supplies. The vendor is required to provide supplies and accessory items typically and reasonably necessary for the installation of and delivery of a fully functional system,

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even if such hardware wasn't included in the original proposal. Vendors may include a small budgetary line item for "Supplies" in their proposal.

Equipment Being Retained from Existing System:

a. DMX Music Channel: The City plays DMX music to accompany the Bulletin Board video feed. DMX is received via roof top satellite dish. The City will retain this music feature in the new system and will provide DMX box used to receive and play the music.

b. Comcast Transmitter: Comcast has installed modulators in the Control Room in order to send both Kirkland Government Channel's program feed to the local Comcast headend. This transmitter is standard definition (SD), mono sound. At this time, Comcast will not allow the Kirkland Government Channels to migrate to a high definition channel so the Kirkland Government Channel's broadcast system needs to send a SD signal to Comcast via this transmitter (not being replaced in this project). However, the City anticipates the ability to broadcast in HD on Comcast in the coming years, and requires that the proposed system be capable sending an HD signal to a new HD Comcast transmitter at that time. This capability must be designed into the proposed system.

c. Frontier Communications Encoder: Frontier Communications has installed encoding equipment in the 3rd floor Server Room which takes the Kirkland Government Channels standard definition feed and encodes it for viewers to watch on their Frontier Communications television subscription service. This equipment is owned and controlled by Frontier Communications and is not being replaced as part of this project. At this time, Frontier Communications will not allow the Kirkland Government Channels to migrate to a high definition channel so the system needs to continue to send a SD signal to Frontier Communications via the existing equipment. The Frontier Communications encoder will remain in the Server Room.

Staff Training Requirements

City staff training must be provided with a minimum of 58 instructional hours of onsite, hands on training with the completed systems. This includes 48 hours of hands on user training on all the equipment and software Live Production system and the Automated Broadcast system and 10 hours of advanced troubleshooting and basic system maintenance. Trainer(s) should be an expert on the system design and equipment installed in this project. Trainer should prepare a training outline and training handouts prior to the training sessions.

Warranty & Support

The availability of the vendor to provide technical support and make necessary upgrades to the system is required for the first year, and desired for future years.

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Warranty Requirements

The City requires the following warranties starting from the date of system acceptance. The system acceptance date is the date on which the installed system is fully operational and accepted by the City as complete.

- a. Minimum 1 year warranty on all hardware and equipment, including troubleshooting, technical support, and installation of firmware updates.
- b. Minimum 1 year warranty on all system software, including troubleshooting, technical support, and installation of software patches or updates.
- c. Minimum 1 year warranty on physical installation, including cabling.
- d. Minimum 6 month warranty on custom programming changes needed to bring system into operability and compliance with the requirements of this RFP. This includes custom programming work that is missing or not fully functional, but not discovered until after system acceptance.

Extended Warranty and Support Options

Vendor should include detailed information about available ongoing support and maintenance service contracts on the system, including hardware, software, and other warranties or support services. Include detailed specifics on the warranty and/or service options being proposed and the estimated annual costs for 1, 2, and 3 years following system acceptance. Warranty and support options should be included as an alternative option(s) in your proposal.

Project Deliverables

Upon project completion, the vendor must furnish a complete set of technical service manuals and diagrams to the City so that staff can maintain and troubleshoot the system. This includes at a minimum:

- a. Complete and accurate as built wiring diagrams detailing the interconnection of the various equipment. Schematic diagrams shall be furnished in printed (3 copies) and in an electronic format (Visio) which the City can edit and update.
- b. All equipment/software/technical manuals organized into binders and arranged alphabetically by manufacturer name. Lengthy equipment/software manuals may also be provided in individual binders as appropriate. Equipment manuals provided exclusively by the manufacturer electronically (online or CDRom) must be printed out and provided by the vendor.
- c. An electronic backup copy of any and all custom programming must be provided on a flash drive or removable disc media.
- d. All software discs must be organized and labeled in a binder or disc organizer. Labeling must identify which system (specific hardware) each disc goes with.

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- e. All registration and software codes must be compiled and provided to the City. All hardware and software is to be properly registered to the City of Kirkland (not the vendor).
- f. A final, detailed inventory of all the equipment purchased and installed during this project must be provided in electronic and written form. Inventory must include make, model, specifications (as pertinent), and serial numbers of all equipment purchased by the City for this project.
- g. Updates to the technical documentation shall be provided by the vendor during the warranty term, including repairs and replacements.

System Installation Requirements

Implementation Timeline

The anticipated contract award date for this project is included in Procurement Schedule section of these Specifications. Working from this date, the City suggests the timeline below be followed for the project implementation. If different than suggested below, vendors should suggest their own detailed implementation timeline for the City to consider. City's proposed timeline:

	DATE	Days after Contract Award Date
Contract Signed (see procurement schedule for earlier dates)	6/10/15	21
Automation System, Master/Production Control room, City Council Chambers and Peter Kirk Room Drawings and Equipment List Drafts	7/15/15	56
Automation System, Master/Production Control room, City Council Chambers and Peter Kirk Room Drawings and Equipment List Finals Approved. Equipment is ordered.	7/22/15	63
Automation System, Master/Production Control, City Council and Peter Kirk Room Equipment arrives by this date	8/19/15	91
Automation System Install begins	9/02/15	105
Training on Automation System begins	9/16/15	119
Automation System As Built Drawings Finished	9/23/15	126
Automation System Approved	9/30/15	133
Cutover to new Automation System	10/14/15	147
Live Production System and Peter Kirk Room Installation Begins	10/21/15	154

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Live Production System and Peter Kirk Room Training begins	11/04/15	168
Live Production System and Peter Kirk Room As Built Drawings Finished	11/11/15	175
Live Production System and Peter Kirk Room Work Approved	11/18/15	182
City Council Chamber System Installation	12/14/15	208
City Council Chamber System Training	12/28/15	222
City Council Chamber System Installation As Built Drawings Finished	1/4/16	229
City Council Chamber System Installation Work Approved	1/11/16	235

System Design and Engineering

The City is not requiring vendor proposals to include detailed shop or schematic drawings. However, vendor should very carefully design the system so they can present a complete, comprehensive proposal that includes all the necessary equipment for a fully functional system. Shop drawings and schematics will be required of the vendor selected and contracted to complete this project. Before beginning any onsite work, selected vendor must submit Visio shop drawings and schematics for City review and approval. This includes detailed wiring diagrams for all interconnected components, including audio, video, computer, control systems, etc.. Vendor must also provide a final layout diagram showing the installation locations for all equipment in Council Chambers and Peter Kirk Room. Vendor must also provide a layout diagram of the master control room, production control room and Server room showing equipment rack/console positioning and proposed equipment rack layout. All layout documents must be reviewed and approved by the City before commencing any onsite work. Proposed control system design layout and menus should also be presented to the City for review and approval prior to implementation. Control system design must meet all the requirements of this RFP, be intuitive, and flexible for future changes. Vendor should expect final design changes as the system is installed and City staff comes to learn the operation of the new multimedia and broadcast systems. Changes outside the contracted scope of work and all equipment changes must be approved by City Change Order.

Installation Approvals

Approval of all equipment, mounting locations, rack layout, software configuration, custom programming, wiring pathways, and installation details must be obtained from the City prior to commencing any work. This will be done through preconstruction submittals including engineering schematics and shop drawings. These detailed wiring schematics do not need to be included with your RFP response, but will be required and approved by the City before any onsite work can take place.

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Subcontractor Work

Proposal must detail the complete cost of installing the proposed system, including any subcontractor work. Proposer should identify any additional trades/subcontractors needed to work on this project, and will be responsible for their work as required by this RFP and City contract. Proposer will be responsible for paying subcontractors directly. The sole exception to this is necessary Electrical (AC power) work and room to room cable runs and cable removal. Such work must be preapproved and performed by vendors approved to work on City infrastructure. Proposal must include detailed information, including estimated costs, of any and all anticipated electrical or other work expected to be contracted out by the City.

Miscellaneous Install Requirements

- a. Equipment Labeling: All rack mounted equipment must be labeled so as to permit City staff to easily identify equipment. All labels should be small, (approximately $\frac{1}{3}$ " X 2") engraved labels or signs stating the equipment type or function (i.e. Matrix Switcher, Audio Mixer, Amplifier, Encoder, etc.). In most cases the labels should match the as built drawings. The City must approve all labels (including wording, color, and size) prior to being ordered or installed. Labels to be mounted on the equipment rack vertical frame (not the individual equipment) with double sided tape whenever possible. Labels are also required at the top of each vertical rack to identify it (i.e. Rack 1, Rack 2, etc.). This should also match the as built drawings.
- b. Cables: All cables must be appropriate for the signal type and consistent with best industry practices. High quality, shielded cables must be used when needed to reject interference, or to meet industry or code standards. Plenum cable shall be installed where required by code. No cable splicing or extensions will be permitted. Room-to-room cable runs and cable removal must be performed by vendors approved to work on City infrastructure. Proposal must include detailed information, including estimated costs, of any and all anticipated electrical or other work expected to be contracted out by the City.
- c. Cable Labeling: All cables must be clearly and securely numbered with permanent labels made specifically for cables. Labels must have black, machine printed text on a white background. Label numbering must correspond exactly with final as built drawings. Labels should be protected by clear heat shrink tubing or other clear protective cover to ensure the labels don't peel off or otherwise become unreadable.
- d. Connectors/Adapters: All connectors and wire terminators shall be of the appropriate type and meet the specifications of the wiring manufacturer. High quality connectors

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must be used and installed using proper stripping/crimping tools and techniques. The proper connector must be used at all times. Adapters may only be used when the proper connector is otherwise unavailable. Soldered connectors must be properly installed by a trained technician in accordance with best industry practices.

e. Cable management: Vendor to conceal wiring in walls, below floors, and above ceilings whenever possible and allowed by code. Existing conduits above the ceiling and below the floor should be used whenever possible. All cables should be professionally installed and secured so as to prevent damage, chafing, or safety hazards. Cables installed above ceilings must be secured in such a way where cables are not laying directly on the ceiling or otherwise interfere with removal of ceiling tiles. All wiring installed below the ceiling level (including desktops, equipment racks, etc.) must be secured neatly with removable black Velcro wire straps or removable no cable ties) so as to permit easier equipment maintenance and replacements. Any exposed wiring runs must be preapproved by the City and enclosed in City approved raceway. All exposed cables running in parallel in permanent bundles shall be covered in expandable, black mesh sleeving. All exposed cables in public spaces shall be concealed to greatest extent possible.

f. Power: 110V AC electrical outlets in the control room and server room provide adequate power to run the current system. The AC outlets are on circuits also fed by the building's backup generator. It is the vendor's responsibility to verify power needs of proposed system and get the City's approval of any electrical work needed in association with this project. Vendor proposal should include all necessary power distribution needs, including rack power distribution units, power strips, power conditioners, surge protectors, power cords, etc.

h. Aesthetics: Installation of all equipment and wiring must be safe, professional, and follow best industry practices. The City will require the contractor to redo any work the City finds to be sloppy or unprofessional in appearance or function.

i. Quiet Work Environment: The City Building is a public facility and will be open for business throughout this installation. Construction noise must be kept to a minimum to avoid disrupting City staff or visitors. The City understands construction noise is unavoidable, but exceptionally loud noises (i.e. concrete coring, grinding/cutting steel, etc.) must be scheduled with and approved by the City in advance.

j. Clean Up: At all times the vendor will maintain a clean, safe, orderly work environment. Waste materials, debris, empty boxes, and tools must be properly disposed of or secured on a daily basis. The City is not responsible for tools, equipment, or other materials left unsecured by the vendor.

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RFP OFFICIAL CONTACT

Upon release of this RFP, all supplier communications concerning the overall RFP should be directed to the RFP Coordinator listed below. Unauthorized contact regarding this RFP with any other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City. Suppliers should rely only on written statements issued by the RFP Coordinator.

Name: RFP Coordinator
Mike Connor
Address: City of Kirkland
Information Technology
123 5th Avenue
Kirkland, Washington 98033
E-mail: mconnor@kirklandwa.gov

PROCUREMENT SCHEDULE

The procurement schedule for this project is as follows:

Note: The City reserves the right to adjust this schedule as necessary. The City also reserves the right to award the work without a demonstration.

MILESTONE	DATE
Release RFP to Suppliers	March 18, 2015
Letter of Intent due	March 30 th , 2015
Vendor Tour at 9:00 am	April 9, 2015
Questions (if any) Due	April 17, 2015
Answers to RFP Questions Released	April 22, 2015
Proposal Responses Due by 3:00 pm	May 1, 2015
Interviews	May 5-7
Short List Finalists selected	May 13, 2015
Short List Interview/Demos	May 20-22, 2015
Contract Negotiations Complete	
Supplier Selection/Award	May 27, 2015
Contract Signed	Upon successful completion of scripted

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MILESTONE	DATE
	demonstrations and due diligence
Work Begins	The project is expected to start within 30 days of contract execution.
Go-Live	Will be in alignment with the Council Chamber remodel.

LETTER OF INTENT

Suppliers wishing to submit proposals are strongly encouraged to provide a written letter of intent to propose by March 30, 2015. An email attachment sent to mconnor@kirklandwa.gov is acceptable.

The letter must identify the name, address, phone, fax number, and e-mail address of the person who will serve as the key contact for all correspondence regarding this RFP.

A letter of intent is requested in order for the City to provide interested suppliers with a list of any questions received and the City's answers to those questions. Those providing a letter of intent will also be notified of any addenda that are issued and can be kept better informed regarding the tour.

A list of all suppliers submitting a letter of intent will be available upon request.

Those who choose not to provide a letter of intent will be responsible for monitoring the City's purchasing webpage for any addenda issued for this RFP.

QUESTIONS REGARDING THE RFP

Suppliers who request a clarification of the RFP requirements must submit written questions to the RFP Coordinator by 4 p.m. (Pacific Time) on April 17, 2015. Written copies of all questions and answers will be provided to all suppliers who have submitted letters of intent. An email attachment sent to mconnor@kirklandwa.gov is acceptable. Letters sent via facsimile will be accepted at (425) 587-3055. Responses to all questions submitted by this date will be emailed to suppliers who submitted a letter of intent by 12:00 p.m. on March 30, 2015.

Chapter I: General RFP Information

COOPERATIVE PURCHASING

RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts, provided that the supplier agrees to participate. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies.

PROPOSAL PREPARATION

General Information

It is important that all suppliers read this section carefully. Failure to comply with these instructions may result in your proposal being removed from consideration by the City.

Suppliers must prepare proposals using a word processor and electronic versions of the forms provided in Chapter II of this RFP.

The City of Kirkland is using a “forms-based” approach to this procurement. The RFP contains, in addition to the General RFP Information, a series of Response Forms.

Please submit your responses in the form format provided. This will allow all the bids received to be compared in a meaningful (i.e., “apples-to-apples”) way.

PROPOSAL SUBMISSION

The following provides specific instructions for submitting your sealed proposal.

Due Date: ***Sealed Proposals must be received by the Purchasing Agent no later than May 1, 2015 at 3 p.m. (Pacific Time).***

Late proposals will not be accepted nor will additional time be granted to any supplier unless it is also granted to all suppliers. Proposals sent by email must be time stamped as received by Kirkland’s system by 3:00 p.m. **Proposals must be submitted in Microsoft Word format.** All proposals and accompanying documentation will become the property of the City and will not be returned.

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Number of Copies:	An electronic copy of the supplier's proposal, in its entirety, in Microsoft Word format must be received as specified above. <u>Failure to submit both formats will result in disqualification.</u> The City will not accept facsimile.
Address for Submission:	City of Kirkland Attn: Purchasing Agent Station Management, Camera and Chamber Upgrade Job #: <30-15-IT> 123 5th Ave Kirkland, WA 98033 purchasing@kirklandwa.gov

Chapter I: General RFP Information

EVALUATION PROCEDURES

The RFP coordinator and other staff will evaluate the submitted proposals.

It is important that the responses be clear, concise and complete so that the evaluators can adequately understand all aspects of the proposal. NOTE: The City is not interested in unnecessary sales verbiage.

The evaluators will consider the completeness of the proposal, how well the supplier complied with the response requirements, responsiveness of supplier to requests, the number and nature of exceptions (if any) the supplier takes to the terms and conditions, the total cost of ownership and how well the supplier's proposed solution meets the needs of the City as described in the supplier's response to each requirement and form.

As part of the evaluation, the City reserves the right to request additional information, ask for a Web demo, conduct conference calls to go over the response, or take any other action it deems necessary in order to do a thorough and objective evaluation of each supplier's response. This evaluation includes but is not limited to doing customer reference checks (including on-site), visiting supplier headquarters, and reviewing any other information about the supplier and its solution (e.g. performance, viability, technology, mergers and acquisitions, organizational changes, litigation, industry analyses, etc.)

The evaluation process is intended to help the City select the supplier with the best combination of attributes (including but not limited to total cost of ownership, ease-of-use, performance, reliability, vision, flexibility, stability, sustainability, supplier viability and supplier capacity to successfully implement this project) that meets its needs.

The City also reserves the right to require that a subset of finalist suppliers make a presentation and/or do a scripted product demo to its selection team at a location and time chosen by the City.

Chapter II: Required Proposal Response Forms

The proposal must provide a summary of the firm's qualifications to perform the duties outlined in the requested services section. This chapter contains forms suppliers must complete to submit their proposals. Suppliers must complete all the forms in this chapter as well as the Attachments in this RFP and other requests for information contained herein. The following forms are included:

- 1) Cover Letter
- 2) Proposal Summary
- 3) Acceptance of Terms and Conditions
- 4) General Supplier Information
- 5) Functional Requirements
- 6) Price Proposal
- 7) Customer References
- 8) Project Schedule

PROPOSAL PREPARATION INSTRUCTIONS

To prepare your proposal, follow these instructions:

1. Open the electronic version of the forms of this RFP. Please use these forms and do not put them in another format.
2. If applicable, use copy and paste commands, copy sections and forms as necessary and paste them into a new file. Save the new file.
3. Complete all of the forms in your word processing and spreadsheet applications.
4. Please create a table of contents with page numbers.
5. Delete instructions (i.e., verbiage contained in brackets) from each form.
6. When your proposal is finished, refer to the proposal submission instructions in this document.

Submission Format

The proposal must be submitted in the specific Form sequence noted below.

Please create a Table of Contents with page numbers.

Chapter II: Required Proposal Response Forms

FORM 1: COVER LETTER

[Use this space to compose a cover letter for your proposal. All proposals must include a cover letter on your letterhead signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. NOTE: The cover letter is not intended to be a summary of the proposal itself; this is accomplished in Form 2.

The cover letter must contain the following statements and information:

1. "Proposal may be released in total as public information in accordance with the requirements of the laws covering same." (Any proprietary information must be clearly marked.)
2. "Proposal and cost schedule shall be valid and binding for ONE HUNDRED EIGHTY (180) days following proposal due date and will become part of the contract that is negotiated with the City."
3. Company name, address, and telephone number of the firm submitting the proposal.
4. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
5. Proposals must state the proposer's federal and state taxpayer identification numbers.
6. Please complete and attach the following documents from the Attachments section of this RFP:
 - Non-Collusion Certificate
 - Non-Disclosure Agreement
7. Please attach a copy of your most recent audited financial statements, and, those of any proposed implementation partner, systems integrator and/or Value Added Reseller (VAR).

TEXT WITHIN THE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

FORM 2: PROPOSAL SUMMARY

[Use this form to summarize your proposal and your firm's qualifications. Additionally, you may use this form at your discretion to articulate why your firm is pursuing this work and how it is uniquely qualified to perform it.

Your proposal summary is not to exceed two pages.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED AND REPLACED BY YOUR PROPOSAL SUMMARY.]

Chapter II: Required Proposal Response Forms

[Use this space as needed for page 2 of your proposal summary.]

FORM 3: ACCEPTANCE OF TERMS AND CONDITIONS

[Use this form to indicate all exceptions that your firm takes to any terms and conditions listed in this RFP, including the Appendices and Attachments. Proposals which take exception to the specifications, terms, or conditions of this RFP or offer substitutions shall explicitly state the exception(s), reasons(s) therefore, and language substitute(s) (if any) in this section of the proposal response. Failure to take exception(s) shall mean that the proposer accepts the conditions, terms, and specifications of the RFP.

If your firm takes no exception to the specifications, terms, and conditions of this RFP, please indicate so on the form in the appropriate area.

Form 3 is electronically embedded in this document. Please “click” on the icon below to open this document.



Form 3 - Acceptance
of Terms & Conditions

Please embed your completed Form 3 in this section.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED AND REPLACED BY YOUR RESPONSE.]

Chapter II: Required Proposal Response Forms

FORM 4: GENERAL SUPPLIER INFORMATION

[Use this form to provide information about your firm.

Please note that Form 4 has a section for the Supplier's information and a separate section that needs to be completed if the Supplier is using a 3rd party implementation partner, systems integrator or VAR to provide implementation, training and other professional services related to this RFP.

Form 4 is electronically embedded in this document. Please "click" on the icon below to open this document.



Form 4 - General
Supplier Information

Please embed your completed Form 4 in this section.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Chapter II: Required Proposal Response Forms

FORM 5: FUNCTIONAL REQUIREMENTS

[Please complete Form 5 using the actual form.]

Form 5 is electronically embedded in this document. Please “click” on the icon below to open this document.



Form 5 - Functional
Requirements.docx

Please embed your completed Form 5 in this section.

TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE]

FORM 6: PRICE PROPOSAL

[Please complete Form 6 using the actual form.]

Form 6 is electronically embedded in this document. Please “click” on the icon below to open this document.

Vendors can discount for licenses already owned by the City of Kirkland.



Form 6 - Price
Proposal

Please embed your completed Form 6 in this section.

TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

FORM 7: CUSTOMER REFERENCES

[Please complete Form 7 using the actual form.]

Form 7 is electronically embedded in this document. Please “click” on the icon below to open this document.



Form 7 - Customer
References

Please embed your completed Form 6 in this section.

TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

FORM 8: PROJECT SCHEDULE

[Provide a project implementation plan that includes:

- ◆ Expected project implementation duration
- ◆ Table listing supplier staff assignments and proposed labor hours and rates for each major activity/component
- ◆ High level Gantt chart showing major implementation components and milestones
- ◆ A list of deliverables

Refer to the System Installation Requirements Implementation Timeline earlier in this document for the basic deadlines that the City believes need to be met.

Please identify the schedule change process. The City will need to reserve the right to change the schedule to meet the schedule of the Council Chamber Remodel Project. Schedule may require coordination with the contractor doing the re-design work in the Chamber.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

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RFP AMENDMENTS

The City reserves the right to change the schedule or issue amendments to the RFP at any time. The City also reserves the right to cancel or reissue the RFP.

PROPOSAL ACCEPTANCE

The City reserves the right to accept the bid, bids or parts of a bid deemed most advantageous to the City.

If applicable, the City reserves the right to request from the software supplier a different implementation provider, systems integrator and/or Value Added Reseller than the one proposed, or, at its sole discretion, select a different implementation provider, systems integrator and/or Value Added Reseller on its own.

RECORDINGS

The City reserves the right to record and/or videotape all Webinars, Web demos, conference calls, demos or other communications relative to this RFP.

SUPPLIER'S COST TO DEVELOP PROPOSAL

Costs for developing proposals in response to the RFP and to participate in the City's evaluation process, including but not limited to any on-site scripted demos are entirely the obligation of the supplier and shall not be chargeable in any manner to the City.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

REJECTION OF PROPOSALS – WAIVER OF INFORMALITIES OR IRREGULARITIES

The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City.

PROPOSAL VALIDITY PERIOD

Submission of the proposal will signify the supplier's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City and the successful supplier.

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CITY LICENSE

The supplier awarded said contract will be required to purchase a City of Kirkland Business License.

PUBLIC DISCLOSURE NOTICE

In order to protect the integrity of the contracting process, proposals will not be disclosed until after award and signing of any and all contracts that may result from this Request for Proposal. All materials provided by the Supplier are subject to State of Washington, and applicable King County, Washington public disclosure laws.

Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this request for proposals (the "documents") become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law.

If the City receives a request for inspection or copying of any such documents provided by a supplier in response to this RFP, it will promptly notify the supplier at the address given in response to this RFP that it has received such a request. Such notice will inform the supplier of the date the City intends to disclose the documents requested and affording the supplier a reasonable opportunity to obtain a court order prohibiting or conditioning the release of the documents. The City assumes no contractual obligation to enforce any exemption.

Any information contained in the proposal that the Supplier desires to claim as proprietary or confidential, and exempt from disclosure must be clearly designated, including identifying the page and particular exception(s) from disclosure. The City will try to respect all material identified by the Supplier as being Proprietary or Confidential, but requests that Suppliers be highly selective of what they mark as Confidential. The City will make a decision predicated upon applicable laws and can choose to disclose information despite its being marked as confidential or proprietary.

Marking the entire proposal as proprietary or confidential, and therefore, exempt from disclosure will NOT be accepted or honored, and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of the City.

Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's possession, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the Confidential information.

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ACQUISITION AUTHORITY

This RFP and acquisition are authorized pursuant to KMC 3.85.200 and RCW 39.04.270.

CONTRACT AWARD AND EXECUTION

- ◆ The City reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the suppliers can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the City.
- ◆ The general conditions and specifications of the RFP and as proposed by the City and the successful supplier's response, as amended by agreements between the City and the supplier, will become part of the contract documents. Additionally, the City will verify supplier representations that appear in the proposal. Failure of the supplier's products to meet the mandatory specifications may result in elimination of the supplier from competition or in contract cancellation or termination.
- ◆ The supplier selected as the apparently successful supplier will be expected to enter into a contract with the City.
- ◆ The supplier agrees that this RFP, the supplier's response to the RFP (proposal), and a mutually agreed upon Statement of Work will be included as part of the executed contract.
- ◆ If the selected supplier fails to sign the contract within five (5) business days of delivery of the final contract, the City may elect to cancel the award and award the contract to the next-highest-ranked supplier.
- ◆ No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract or unless otherwise agreed to in writing by both parties.

DEFENSE, INDEMNIFICATION, HOLD HARMLESS AND INSURANCE REQUIREMENTS

In addition to other standard contractual terms the City will need, the City will require the selected supplier to comply with the defense, indemnification, hold harmless and insurance requirements as outlined below:

Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

The supplier shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents,

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representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the City.

A. Minimum Scope of Insurance

1. Insurance Services Office Commercial General Liability coverage ("occurrence" form CG0001) (Ed.10/1/93), or, Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 (Ed. 1/81) covering Broad Form Comprehensive General Liability.
2. Insurance Services Office form number CA 0001 (Ed. 12/93), covering Automobile Liability code 1, "any auto", for activities involving other than incidental personal auto usage.
3. Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.
4. Consultant's Errors and Omissions or Professional Liability applying to all professional activities performed under the contract.

B. Minimum Levels of Insurance

1. Comprehensive or Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Consultant's Errors or Omissions or Professional Liability: \$1,000,000 per occurrence and as an annual aggregate.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. In the event the deductibles or self-insured retentions are not acceptable to the City, the City reserves the right to negotiate with the Contractor for changes in coverage deductibles or self-insured retentions; or alternatively, require the Contractor to provide evidence of other security guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Provisions

Wherever possible, the policies are to contain, or be endorsed to contain, the following provisions:

1. General or Commercial Liability and Automobile Liability Coverages

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a. The City, its officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees or volunteers.

b. The Contractor's insurance shall be primary insurance as respects the City, its officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, employees or volunteers.

d. Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this clause shall state that coverage shall not be canceled by either party except after thirty (30) days prior written notice has been given to the City.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a current Bests' rating of A:XII, or with an insurer acceptable to the City.

F. Verification of Coverage

Contractor shall furnish the City with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf and shall name the City as an "additional insured" except for coverages identified in A.4. above. The certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

G. Subcontractors

Contractor shall include all subcontractors as insureds under its policies or shall require subcontractors to provide their own coverage. All coverages for subcontractors shall be subject to all of the requirements stated herein.

H. Asbestos or Hazardous Materials Abatement Work

If Asbestos abatement or hazardous materials work is performed, Contractor shall review coverage with the City's Risk Manager and provide scope and limits of

Appendices

coverage that are appropriate for the scope of work. No asbestos abatement work will be performed until coverage is approved by the Risk Manager.

EQUAL OPPORTUNITY COMPLIANCE

The City is an equal opportunity employer and requires all Suppliers to comply with policies and regulations concerning equal opportunity.

The Supplier, in the performance of this Agreement, agrees not to discriminate in its employment because of the employee's or applicant's race, religion, national origin, ancestry, sex, sexual orientation, age, or physical handicap.

OTHER COMPLIANCE REQUIREMENTS

In addition to nondiscrimination and equal opportunity compliance requirements previously listed, the Proposer awarded a contract shall comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

OWNERSHIP OF DOCUMENTS

Any reports, studies, conclusions, and summaries prepared by the Proposer shall become the property of the City.

CONFIDENTIALITY OF INFORMATION

All information and data furnished to the Proposer by the City, and all other documents to which the Proposer's employees have access during the term of the contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

ATTACHMENTS

ATTACHMENTS

Attachment A: Non-Collusion Certificate

NON-COLLUSION CERTIFICATE

STATE OF _____)
COUNTY OF _____) ss.

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the City of Kirkland for consideration in the award of a contract on the improvement described as follows:

Station Management, Camera, and Chamber Upgrade

(Name of Firm)

By: _____
(Authorized Signature)

Title _____

Sworn to before me this _____ day of _____, _____.

Notary Public

CORPORATE SEAL: